

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: OCTOBER 25, 2013

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS SOKOL
CONOVER
FRASIER
TAYLOR
MCDEVITT

REPRESENTING WESTMOUNT HEALTH FACILITY:
LLOYD COTÉ, ADMINISTRATOR
BETSY HENKEL, COMPTROLLER
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR
TAWN DRISCOLL, FISCAL MANAGER
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS MASON
STRAINER
WESTCOTT
SANDY SMITH, WESTMOUNT HEALTH FACILITY
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:31 a.m.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Lloyd Coté, Administrator of Westmount Health Facility, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Coté requested to rescind Resolution No. 354 of 2012 in order to terminate the contract with Diane Van Dusen, Licensed Master's in Social Work (LMSW), for Social Worker consulting services, due to resignation. He also requested a new contract with Edmund McCann, Master's in Social Work (MSW), for Social Worker consulting services for a term commencing December 1, 2013 and terminating December 31, 2014 with the option to renew for one additional one year term, at a rate of \$60 per hour for up to 7 hours per quarter, in an amount not to exceed \$1,680 per year.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to rescind Resolution No. 354 of 2012 as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 15, 2013 Board Meeting.*

Motion was made by Mr. McDevitt, seconded by Mr. Conover and carried unanimously to authorize the contract with Edmund McCann, MSW, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 15, 2013 Board Meeting.*

Mr. Coté requested to reclassify the Activities Director position, annual base salary of \$34,554, Grade 13, from full time to part-time, effective October 7, 2013. He explained he had difficulty in filling the full time Activities Director position; however, he had hired a part-time employee with experience who worked 3 days a week (24 hours per week). He also requested to reclassify the Leisure Time Activity Aide #1 and Leisure Time Activity Aide #2 positions, annual base salary of \$24,215, Grade 3, from 24 hours per week to 32 hours per week, effective October 7, 2013. He explained he was structuring the remaining hours from the Activities Director position in order to increase the hours for the two Leisure Time Activity Aide positions.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the request to reclassify the three positions as outlined above, thereby amending the Department's Table of Organization and to forward same to the Personnel Committee. *Copies of the resolution request forms are on file with the minutes. (Note: Subsequent to the meeting the Administrator of Westmount Health Facility withdrew the requests to reclassify the Activities Director, Leisure Time Activity Aide #1 and Leisure Time Activity Aide #2 positions.)*

Mr. Coté requested to create a new position of Admission Screener, annual base salary of \$46,072, full time, non-Union, effective November 1, 2013 and to delete the position of Clinical Coordinator, annual base salary of \$53,207, full time, non-Union. He said the Admission Screener position would be filled by an employee with a Bachelor's Degree in Social Work who would report directly to the Director of Nursing. He explained the Facility had this position in the past although it had been placed under the LPN (Licensed Practical Nurse) category. Paul Dusek, County Administrator, stated that he approved of this position and he noted Mr. Coté was streamlining operations at the Facility and placing employees in the right positions.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to approve the request to create the position of Admission Screener and delete the position of Clinical Coordinator as outlined above, thereby amending the Department's Table of Organization and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Coté informed the Executive Housekeeper was retiring after more than 40 years of service to the County. He said he had reviewed the position and had decided to shift the duties to the Maintenance Department. He requested to create the new position of Building Superintendent, annual base salary of \$58,195, full time, non-Union, effective December 1, 2013 and to delete the position of Senior Building Maintenance Mechanic, annual base salary of \$48,195, full time, Union. He explained most of the area Nursing Homes had a Building Superintendent who was responsible for the maintenance, grounds, housekeeping and laundry departments.

Motion was made by Mrs. Frasier, seconded by Mr. Taylor and carried unanimously to approve the request to create the position of Building Superintendent and delete the position of Senior Building Maintenance Mechanic as outlined above, thereby amending the Department's Table of Organization and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Coté requested to create a new position of Laundry Worker #4, part time, annual base salary of \$12,090, Grade 2, effective December 1, 2013 and to delete the position of Executive Housekeeper, annual base salary of \$45,077, full time, non-Union. He explained the retiring Executive Housekeeper had been a working supervisor and her retirement would cause the laundry room to be short staffed. He said this position would be for about 20 hours per week.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the request to create the position of Laundry Worker #4 and delete the position of Executive Housekeeper as outlined above, thereby amending the Department's Table of Organization and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Coté requested to create 16 part-time CNA (Certified Nursing Assistant) positions, annual base salary of \$25,344, not to exceed 48 hours per pay period, Grade 4, effective November 1, 2013 and to delete 6 full time CNA positions, annual base salary of \$25,344, Grade 4. He explained the part-time positions would eliminate the need to utilize per diem CNA's who held full time positions with other facilities and whose hours were limited. He said this change would not increase the number of CNA hours at the Facility.

Motion was made by Mr. Conover, seconded by Mr. Taylor and carried unanimously to approve the request to create 16 part-time CNA positions and to delete 6 full time CNA positions as outlined above, thereby amending the Department's Table of Organization and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Sokol commented there had been a lot of staff changes and he asked the total amount of savings and Mr. Coté replied approximately \$55,000. A brief discussion ensued.

Betsy Henkel, Comptroller for Westmount Health Facility, requested to amend the 2013 County Budget to increase estimated revenues and appropriations in the amount of \$67,800 to reflect increases the Medicaid Therapy revenue and the associated expenditures. She also requested to amend the 2013 County Budget to increase estimated revenues and appropriations in the amount of \$57,000 to reflect increases in Medicare Part A revenue and the associated expenditures.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the requests to amend the 2013 County Budget as outlined above and to forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

Ms. Henkel requested a transfer of funds in the amount of \$11,000 in order to balance the overtime budget for the remainder of the year and to place additional funds in the part-time salaries budget to cover the salary for the previously reclassified part-time Activities Director position.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Pertaining to the Overtime Report, Ms. Henkel advised the amounts were within the amount budgeted and on track to stay within budget for the remainder of 2013. She apprised that due to the Facility being fully staffed, the salary expenditures were within budget.

Mr. Coté reported the Hudson Headwaters Health Network (HHHN) contract had been amended and extended by Resolution No. 573 of 2013 at the October 18, 2013 Board Meeting. He said the effective date had been November 1, 2013 and the request had been submitted via an out-of-Committee request form. He explained Dr. Sokoloff was the only attending physician for the Facility, as well as the Medical Director. He stated the largest change to the contract was that instead of paying an hourly rate for physician services, HHHN would directly bill Medicare or Medicaid for the services provided. Mr. Coté explained that Westmount Health Facility continued to pay for Medical

Director services at 12 hours per month for administrative work. He noted this was approximately \$1,200 per month and new employee physicals continued at a rate of \$95 per physical. He added the Facility would no longer pay a \$30 per night on-call fee for the doctor and the contract had been extended through the end of 2014.

Mr. Coté reported the Facility had completed an evacuation drill recently which had been attended by 4 or 5 fire companies who completed training during the exercise. He said the drill had included smoking the north wing of the building which had been evacuated of all residents. He noted it was mandatory to complete one evacuation drill per year. Mr. Coté informed he was currently working on cleaning up the Personnel Policies for the Facility and he would forward those policies to Mr. Dusek for approval once they were completed.

Mr. Coté reported the Facility was within the Survey window, meaning they were 9 months before and 15 months after a New York State Department of Health (NYS DOH) Survey. He stated the Facility's Case Mix was required to be filled twice per year and he explained the Case Mix told the State the intensity level of the residents cared for, which impacted the Medicaid rate. He reported the Case Mix for Westmount Health Facility in January had been .8309 and he said anything less than 1.0 was considered low in New York State. He continued by saying the current Case Mix for the Facility was 1.0075. He said Ms. Henkel anticipated an additional \$25,000 in Medicaid funding from the increase in Case Mix. He attributed the increase to capturing the care being completed for the residents. He explained the Facility was not doing any more or less for the residents than they had in the past, they were just receiving credit for what they had always been doing.

Mr. Coté informed of a new law signed by the Governor which would prohibit smoking on Hospital and Residential Home properties effective November 1, 2013. He explained the law prohibited residents, visitors and employees from smoking within 15 feet of the entrance to the property and he was anticipating a letter clarifying the law. He noted some Homes allowed the residents to smoke; however, he added, Westmount Health Facility did not currently have any residents that smoked. A brief discussion ensued.

This concluded the Westmount Health Facility portion of the Committee meeting and the Health Services portion of the meeting commenced at 10:04 a.m.

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Auer requested authorization for Sharon Schaldone, Assistant Director of Home Care Division, to attend the Home Care Association of New York State Introduction to Healthcare Quality Program in Albany on November 19, 2013 at a cost of \$275.00. She noted the information obtained at the conference would be shared with nursing supervisors and staff.

Motion was made by Mr. McDevitt, seconded by Mr. Conover and carried unanimously to authorize attendance at the training as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested a contract with The Bonadio Group, as the lowest responsible bidder, to audit Medicaid and Medicare Cost Reports for a term commencing January 1, 2014 and terminating December 31, 2014, with the option to renew for two additional one year terms upon the agreement of both parties, in the amount of \$5,900 for the 2013 Audit; \$5,900 for the 2014 Audit; and \$6,000

for the 2015 Audit. She noted there would be an increase of \$1,500 for the three years compared to the previous contract.

Motion was made by Mrs. Frasier, seconded by Mr. Taylor and carried unanimously to authorize the contract with the Bonadio Group as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 15, 2013 Board Meeting.*

Ms. Auer requested authorization to establish a Petty Cash Fund in the amount of \$100 to be utilized for the Immunization Program. She said the Program had a Petty Cash Fund in the past although she had been unable to find a resolution authorizing it. She advised the County Treasurer's Office had requested her to obtain a resolution in order to create the Petty Cash Fund after which she would return the remainder of the existing Petty Cash (\$71) and the Treasurer's Office would issue a check for \$100. She noted the Petty Cash Fund would be utilized to make change for those people paying cash for immunizations.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the request to create the Petty Cash Fund as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 15, 2013 Board Meeting.*

Tawn Driscoll, Fiscal Manager, requested a transfer of funds in the amount of \$5,000 from Full Time Salaries (A.4010 110) to Overtime Salaries (A.4010 120) in order to balance the salaries budget for the remainder of the year.

Motion was made by Mr. Conover, seconded by Mr. Taylor and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Ms. Auer requested to ratify the actions of the Chairman of the Board of Supervisors in terminating the contract with Adirondack Manor HFA in a form approved by the County Attorney. She advised the Department had not really been working with Adirondack Manor HFA and the services which were included in the contract were not being completed.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to ratify the actions of the Chairman of the Board of Supervisors as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 15, 2013 Board Meeting.*

Ms. Auer requested to delete the Supervising Public Health Nurse #3 position. She advised the duties would be shifted among several staff Nursing positions and she might return to Committee in the future to request stipends for those positions. She explained the current Supervising Public Health Nurse had requested to return to a staff Nursing position. Mr. Taylor asked the amount of savings by deleting this position and Ms. Auer replied approximately \$88,225 plus fringe benefits; however, she continued, after the stipends were added to the staff Nursing positions, she was anticipating a savings of \$55,000 plus fringe benefits. Mr. Dusek stated they were waiting to hear back from the Union to determine the acceptable amount of stipend for each staff Nursing position.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to approve the request to delete the Supervising Public Nurse #3 position as outlined above, thereby amending the

Department's Table of Organization and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Auer stated there was no update on the pending item pertaining to new Certificates of Need for newly formed Certified Home Health Agencies (CHHA) as it had been less than a month since the last Committee meeting.

Ms. Auer noted the advertising brochure was near completion and merely required the addition of photographs yet to be taken. She advised she had spoken with Jeffery Tennyson, Superintendent of the Department of Public Works, regarding logos to be added to the Health Services Fleet vehicles. She advised that Mr. Tennyson informed the DPW could handle the request; however, she added, Mr. Tennyson stated he would need to check the policy as he believed the Warren County logo with Joseph Warren's likeness needed to be included on fleet vehicles. Mr. Dusek advised it would be necessary to check the written policy and it might be necessary to have a resolution allowing the logo. He said he believed the original intent had been to specify the vehicles were the property of Warren County. Mr. Sokol noted the Health Services logo said Warren County on it. Ms. Auer asked if she should request a resolution and Mr. Dusek replied they would take care of it in the Personnel Committee meeting, if necessary.

Ms. Auer pointed out a Monthly Report on Emergency Response and Preparedness Activities had been included in the agenda packet.

Pertaining to the Report on Revenue and Expenditures for 2013 as of October 22, 2013, Ms. Driscoll advised the payroll had been updated since the previous Committee meeting. She noted payroll was currently at 75.06% of the budget which was to be expected as it was currently three quarters into 2013. Referring to the Revenue and Expense Comparison 2012 vs. 2013, Ms. Driscoll noted the difference in payroll was primarily in the CHHA which had several vacant positions in 2012. Concerning the difference in Contractual for 2013 vs. 2012, she noted the rates for the Preschool Program had not yet been set by the State, which meant she had been unable to bill for those services. A discussion ensued.

Ms. Auer pointed out a Report on Free and Reduced Care for January through August was included in the agenda packet.

As there was no further business to come before the Health Services Committee, on motion made by Mr. Conover and seconded by Mrs. Frasier, Mr. Sokol adjourned the meeting at 10:17 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist